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Ontario Department of Education

Annual Departmental AND Matriculation Examinations 1919

Instructions to Presiding Officers
and Candidates



Ministry of Education, Ontario
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Annual Examinations

1919

A.—INSTRUCTIONS TO PRESIDING OFFICERS.

Prior to the examinations Presiding Officers shall make themselves thoroughly familiar with all the instructions contained herein and they shall see that they are fully carried out.

GENERAL.

1. At each centre there shall be a chief Presiding Officer and such assistant Presiding Officers as may be required under Instruction 12, below. Each assistant Presiding Officer shall assist, as may be required by the Chief Presiding Officer, in all matters pertaining to the proper conduct of the examinations.

2. The Presiding Officers shall be nominated by the Public School Inspectors, subject to the approval of the Minister. Such approval may be assumed unless the Inspector is notified to the contrary.

3. Except with the approval of the Minister, every Presiding Officer shall be an experienced teacher now engaged in teaching or inspecting schools, preference being given to the holders of Permanent High School or First Class certificates or of Permanent Second Class certificates with at least five years' experience. A Presiding Officer shall not preside over his own pupils or over pupils prepared in his school.

4. Each Inspector, or such other person as may be appointed a Presiding Officer by the Minister, will receive from the Department or the Inspector, the examination papers, and he shall thereafter be responsible for the safe-keeping of the bag and its contents until the examination is concluded. The question papers shall be kept in a safe, or in a room with the windows fastened and doors securely locked by a cylinder lock. The Presiding Officer shall keep in his possession the key or keys that are supplied for the lock.

5. On the receipt of the bag containing the question papers the Presiding Officer shall see that *the seal is intact*. The bag can be opened by cutting the cord, and when opened, the names of the subjects and the number of envelopes containing the question papers shall be verified with the time-table and with the name lists. Should any question envelopes be missing the Presiding Officer shall *telegraph the Department at once*.

6. The Presiding Officer shall satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes, the Presiding Officer shall have power to hire the use of one for each room during the time required for the examination, and to charge the cost thereof as part of the expenses of the examination.

7. If there is sufficient accommodation and if sufficient papers have been received, the Presiding Officer shall admit candidates who did not send their applications to the Inspector. The names of such candidates are to be entered in the

statement of fees received (Exam. Form 170), with such information as is there required. This list and the required fee, *with one dollar additional*, and the candidate's application, shall be sent by the Presiding Officer to the Inspector (see Section C below).

8. As indicated on the time-table the Presiding Officer shall read to the candidates their duties, drawing attention to any feature of them that may require special care during the examination, and emphasizing the directions to the candidates as to the manner in which the slips are to be attached to the envelopes. **Great care should be taken in distributing the proper number and kind of envelopes** and examination books and in accounting for such envelopes and examination books as have been distributed. At the close of the examination in each paper the Presiding Officer **shall inspect every desk** in order to satisfy himself that no candidate has omitted to hand in all his examination books.

9. *Punctually* at the time appointed for the commencement of each examination the Presiding Officer shall, in the examination room and in the presence of the candidates and the assistant Presiding Officers (if any), break the seal of the envelope containing the question papers, and give them to the assistant officers and to the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in a subject is over, no question papers other than those which the candidates receive shall be taken out of the room.

10. The Presiding Officer shall exercise necessary vigilance at all times while the candidates are engaged in writing, and he *shall not give his attention to any work other than that which pertains to his duties as Presiding Officer*. He shall take all necessary care to *render it impossible for the instructions to candidates to be violated without his knowledge*. This instruction shall be observed, *however small may be the number of candidates*.

11. In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

12. *No person except the Presiding Officers shall be present with the candidates in any room at the examination*; and at least one Presiding Officer shall be present during the whole time of the examination in each room occupied by the candidates. A Presiding Officer shall not have in his charge at one time more than *twenty-five* candidates. *No conversation or noise which might disturb the candidates shall be allowed in the vicinity of the examination room*.

13. *Punctually* at the expiration of the time allowed, the Presiding Officer shall direct the candidates to stop writing, and cause them to hand in their answer papers immediately, duly fastened in the envelopes.

14. The Presiding Officer shall keep upon his desk the tally-list (check-list of candidates and subjects), and as each paper in any subject is handed in (and he should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure "1" opposite the name of the candidate. The Presiding Officer shall enter the names of the candi-

dates on the tally-list *in the same order as found on the official list of candidates* (Exam. Form 108 or 109). The names of extra candidates are to be added after the names of those on the official list. After the papers are handed to the Presiding Officer he shall not permit the answer envelopes to be opened, and he shall be responsible for their safekeeping until transmitted to the Department. The answer papers as well as the question papers shall be kept in accordance with the directions contained in Instruction 4, page 3.

15. Reading is prescribed for each of the following examinations:—Senior High School Entrance, Senior Public School Graduation, Model Entrance, and the Lower School examination for entrance into the Normal Schools and Faculties of Education. The Presiding Officer is required to test the candidate's knowledge of the principles by questions based on the passage or passages read as well as his ability to read intelligently and intelligibly. The maximum value to be assigned is 50 marks, which is to be apportioned as follows:—Reading, 35; questions on the principles, 15. The Form for reporting the marks assigned in reading will be found in the envelope with the question papers. The examination may be conducted at the times suggested on the time-table or at such other times as will cause the least inconvenience to the candidates. **It is essential that the Inspector nominate as Presiding Officers teachers who are competent to conduct the examination in Reading.** In notifying them of their appointment the Inspector shall bring to their attention the necessity of fully preparing themselves in advance for the proper conduct of the examination.

16. A candidate permitted under Departmental Examination Regulation 15, page 47 of the Amendments to the Regulations, to carry over a subject is required to take said subject along with another Departmental examination. In no case may the subject carried over be taken or counted as an examination by itself.

17. The attention of the Presiding Officer is also directed to the fact that, under the provisions of Departmental Examination Regulation 11 (1) (c), page 45 of The Amendments to the Regulations, Upper School Faculty Entrance candidates may take the bonus papers in Middle School Art or Agriculture and Horticulture.

SUPPLIES.

18. (1) The necessary stationery includes pens, blotting paper, black ink of a uniform colour, the authorized examination books and drawing paper from No. 2 blank drawing books. At the beginning of each examination period each candidate shall be given *one* examination book (or in the case of Art, one sheet of drawing paper for each question prescribed), and one answer envelope, and other books or sheets as required during said period. Except as authorized herein, no paper shall be distributed to the candidates, and no paper, examination book or other book shall be brought into the room by any candidate. (The Presiding Officer shall call the candidates' attention to the instructions as to the use of the examination books on the first page thereof.)

(2) For the examination in Book-keeping and Writing, special examination books have been prepared and may be obtained from the same firms as publish the ordinary examination books. A sufficient supply of these books shall be provided for the use of candidates.

19. (1) In order to facilitate the answering of questions on the papers in Mathematics which may require the drawing of graphs, candidates at such examinations shall be provided with sheets of squared paper by the School Board concerned.

(2) For use on papers requiring geographical location, outline maps have been prepared by the Department and, where required, will be sent in the envelope with the question papers.

(3) The Presiding Officer shall hand out one sheet of squared paper or an outline map with each question paper requiring its use. Additional sheets may be given, one at a time, to candidates as required. Great care shall be taken in accounting for all sheets distributed.

(4) The Presiding Officer shall require each candidate to attach each sheet and outline map, as soon as received, to the top of one of the ruled pages of his examination book. A gummed margin has been provided for this purpose at the top of the reverse side of the sheet.

(5) For the papers in Trigonometry of the Upper School examinations for Entrance into the Faculties of Education and for Honour or Scholarship Matriculation, the Presiding Officer shall see that each candidate is provided with a book of logarithmic tables. These tables may also be used, if required, for the papers in Algebra.

20. For the examinations in Art, special confidential instructions to the Presiding Officer will be sent in the bag with the question papers. The envelope containing these instructions shall be opened **not later than the day prior** to the examination concerned. Under no circumstances shall the candidates be shown these instructions.

21. For special instructions regarding the examinations in Biology, etc., see the circular (Examination Instructions No. 52) which is forwarded to each Principal prior to the examination and a copy of which will be found in the bag.

ANSWER ENVELOPES.

22. Presiding Officers shall see that candidates use the correct answer envelopes, as follows:—

(1) Senior High School Entrance and Senior Public School Graduation candidates use the white envelopes designated (in green ink) "Senior High School Entrance examination" and "Senior Public School Graduation examination" respectively.

(2) Lower School examination candidates use the manilla envelopes designated (in purple ink), "Lower School Examination for Entrance into Normal Schools and Faculties of Education."

(3) Model School Entrance candidates use the manilla envelopes designated (in green ink), "Entrance into Model Schools."

(4) Normal School Entrance (Middle School) candidates use the manilla envelopes designated (in red ink), "Middle School Examination for Entrance into the Normal Schools."

(5) Faculty Entrance (Upper School) candidates use the manilla envelopes designated (in black ink), "Upper School Examination for Entrance into the Faculties of Education."

(6) Pass (junior) Matriculants use the white envelopes designated (in red ink), "Junior Matriculation."

(7) Honour (senior) Matriculants use the white envelopes designated (in black ink), "Honour Matriculation."

(8) University Scholarship candidates use the red envelopes designated "Matriculation Examination (Scholarship)" for all their matriculation papers, whether pass or honour.

(9) Candidates for more than one of the above examinations shall place their answers for the different examinations in the respective envelopes as indicated above.

B.—INSTRUCTIONS TO CANDIDATES.

Previous to the examination Principals shall read and carefully explain to their candidates instructions 1-18 inclusive.

As indicated on the time-table the Presiding Officer shall read instructions 1-9 inclusive.

1. Each candidate shall satisfy the Presiding Officer as to his personal identity before the commencement of the first day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department. The Presiding Officer is authorized to refuse the application of any candidate who presents himself at any centre other than that nearest his usual place of residence, unless the candidate's explanation of his course in so presenting himself is in every way satisfactory to the Presiding Officer.

2. Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination. The Presiding Officer is authorized to refuse admission even within the hour if the candidate's explanation is in any sense unsatisfactory, or if he has reason to suspect collusion between the newly admitted candidate and other candidates.

3. A candidate shall not leave the room within *one hour* after the distribution of the question papers in any subject; and if he leave after that period, he shall not be permitted to return during the examination in such subject.

4. Every candidate shall conduct himself in strict accordance with the instructions. Should he take into the room or have in his possession, in his desk, or on his person, any book, notes, paper, or anything from which he may derive assistance; should he talk, whisper, or make signs to another candidate; *should he leave his answers so exposed that any candidate may copy from him*; should he give or receive aid or extraneous assistance of any kind whatsoever, his examination will be cancelled, and he will be debarred from presenting himself at any Departmental or Matriculation examination for two years. Should the Presiding Officer obtain clear evidence of the violation of these instructions at the time of its occurrence he shall cause the candidate concerned to leave the room at once; he shall strike his name from the list of candidates; and he shall not permit him to return to the room during the remaining part of the examination. If, however, the evidence be not complete at the time, or be obtained after the close of the examination, the Presiding Officer shall report the case to the Department.

5. (1) For the examinations in Mathematics and Manual Training, candidates shall provide themselves with a ruler (showing millimetres and sixteenths of an inch), a pair of compasses, and a protractor. For Manual Training a drawing board, tee-square, and two set squares will also be required.

(2) For the examination in Art candidates shall come supplied with pencils, rulers, compasses, erasers, pens, water-colours, brushes, India ink and tracing paper. They will also need water-pans and a convenient supply of water.

(3) For the examination in Book-keeping and Writing candidates shall come supplied with rulers.

6. Every candidate shall write the name of the subject of examination very distinctly at the top of his examination book. If he write his name or any distinguishing mark on his examination book, or if he tear any paper from his book, or if he insert in his book any matter not pertinent to the examination, or if he use any paper or book or ink other than that provided, his examination may be cancelled.

7. Every candidate shall write his answers and full solutions on the ruled sides of the leaves of his examination book or books (if more than one be needed); he shall use the unruled sides in preparing the answers in rough where necessary. He shall fold his examination book (or books) once across, place it in the envelope provided by the Presiding Officer, seal the envelope, write on the outside of the envelope the subject of examination only, and, on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Officer. Candidates shall see that their answers are placed in the proper envelopes.

8. Candidates are also reminded that the Presiding Officer is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what question should be answered by the candidates or how any question should be answered.

Should an error appear to have been made in any question, *no attention* shall be drawn to it during the time of examination by either the Presiding Officer or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Officer, who, if he consider it necessary, will report on the matter to the Department at the close of the examination.

9. In case of the illness of any candidate affecting his examination, he shall request the Presiding Officer to report full particulars to the Department *immediately at the close of the examination*. This report shall be accompanied by a *medical certificate*, stating precisely the nature of the illness and its time and duration. Other occurrences interfering with the candidate's examination shall be reported at the same time. *Certificates received or circumstances reported after this date will not be considered.*

10. (1) Scholarship Matriculation candidates shall designate their answers, and also the envelopes containing their answers, "Pass" or "Honour," according to the papers taken.

(2) Every candidate competing for a University scholarship who also desires standing for Entrance into the Faculties of Education shall write upon all the subjects of the latter course which are not included in his scholarship examination. He shall place the answers in his scholarship subjects in the scholarship (red) envelopes, and the answers in the Entrance subjects in regular Entrance envelopes.

11. Candidates for the examination for Entrance into the Normal Schools or the Faculties of Education who take, in addition, Matriculation papers for the *purpose of securing Pass Matriculation standing*, shall place the answers to such extra papers in Matriculation envelopes and report the fact to the Presiding Officer,

who shall enter their names (if this has not already been done) on the combined Middle School tally-list. If their names are not entered as Matriculation candidates on the official name list (Examination Form 108) the additional Matriculation fee of \$3.00 shall be collected from them. Such extra matriculation answers shall be forwarded to the Department along with the answers of the Middle School candidates.

12. (1) On application, accompanied by the additional fee prescribed (\$3.00), candidates for the full Middle School Normal Entrance examination may have their marks considered for Matriculation purposes.

(2) Except as provided in (1) above, Middle School Normal Entrance papers will not be considered for Matriculation purposes.

13. Honour Matriculation papers, except in the cases of scholarship candidates, will not be accepted in lieu of the corresponding papers of the Upper School examination for Entrance into the Faculties of Education.

14. Scholarship candidates who desire standing for Entrance into the Faculties of Education may make application therefor *after* the scholarship results are made known.

15. The answer papers of all candidates are read carefully by boards of Associate Examiners selected from the successful teachers of the Province. All papers on a subject are valued according to a uniform scale of marks decided upon by the Examiner-in-chief in consultation with a committee of Associate Examiners in charge of that subject. Every paper which is valued near the pass mark by an Associate Examiner is subject to revision by the chairman of the section.

After the results are made up from the marks thus assigned, the papers of all candidates for Model, Normal and Faculty Entrance examinations who fail by not more than a reasonable margin in any way are immediately re-read by the Examiners-in-chief. Candidates who still fail in this supplementary reading are sent statements of marks stamped with the word "Re-read." *No further appeal is allowed in such cases.*

Besides the precautions outlined above, the addition and transferring of marks is carefully checked on all answer papers.

16. (1) In cases of failure where the statements of marks are not stamped as "Re-read," candidates may have their papers re-read on making an appeal before September 1st, and paying a fee of \$2.00, or after September 1st on paying a fee of \$5.00. The fee will be returned if the appeal is sustained. No appeal against a Departmental examination will be entertained if received after September 11th.

(2) Pupils making appeals shall state where they wrote and the examination attempted. Principals sending in appeals in behalf of pupils shall make each appeal on a separate sheet of paper.

(3) Appeals in the case of the Matriculation examination shall be addressed to the Secretary of the University Matriculation Board, Parliament Buildings, Toronto. All other appeals shall be addressed to the Deputy Minister of Education.

(4) No appeal is allowed against scholarship awards.

17. Candidates shall take with them into the examination room, when presenting themselves for examination in their first subject, the exact amount of the examination fee prescribed and shall place it on their desks for collection as instructed by the Presiding Officer. (See Section C below.)

18. Applications shall not be received by the Inspector after the prescribed date, and candidates are reminded that they should in no case forward their applications to the Department. If a candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Officer is at liberty to admit him, provided that the application is satisfactory, that there is the necessary accommodation, and that a sufficient number of question papers has been received. An additional fee of \$1 shall be exacted by the Presiding Officer from a candidate who presents himself in this way.

C.—COLLECTING AND FORWARDING FEES.

Candidates are required to pay the prescribed fee on the first day of their examinations. (See 17 above.) With a view to facilitating the collection of the fees with a minimum amount of inconvenience, and to render it unnecessary for the Presiding Officer to interfere in any way with the candidates while they are writing, the following instructions are given:—

1. The Presiding Officer shall carefully observe Instruction 11, Section A above, and have all arrangements completed and material distributed so that candidates may be seated in their places *not later than* 15 minutes before the time set for the first paper.

2. The fee slips, a supply of which will be found in the bag, shall be distributed with the other material specified in Instructions 19 and 20, Section A above, one slip being placed in full view on each desk.

3. Before reading Instructions 1-9, Section B above, the Presiding Officer shall instruct the candidates to fill in the fee slips. Each candidate shall enter his name, the name of his examination, and the amount of the fee, and place the slip on his desk together with the exact amount of his fee.

4. After reading the instructions to candidates and before distributing the question papers, the Presiding Officer shall collect the slip and the fee from each candidate, taking care to check the one with the other before proceeding to the next candidate. This work shall be completed before the time for distributing the question papers. Presiding Officers are advised not to accept cheques.

5. As soon thereafter as convenient, and before the close of the examinations of the first day, the Presiding Officer shall check the slips and the fees with the entries in Examination Form 108 or 109 as the case may be.

6. The Presiding Officer shall then make out from Form 108 or 109, as the case may be, a list in duplicate showing the names of the candidates (in alphabetical order—sexes not to be separated) and the fees paid. The form (Examination Form 170) for this purpose will be found in the bag.

NOTE.—In the case of a candidate who did not make application to the Inspector by the prescribed date, and whose name, therefore, does not appear in Form 108 or 109, as the case may be, the Presiding Officer shall collect from him \$1.00 in addition to the prescribed fee (see Instruction 18, Section B above), and he shall also require him to submit an application for the examination. Such application shall be satisfactory, especially in respect of the certificates required *re* Supplementary Reading, Science, Art and the bonus subjects. The name of such candidate shall be entered at the foot of the duplicate list (Form 170), with the entry, "Late candidate," opposite.

7. (1) At the earliest possible date and not later than the last day of the Lower School examinations (Model Entrance, Senior Public School Graduation, Senior High School Entrance, and Lower School), the Presiding Officer shall forward to the Public School Inspector (a) Form 109, (b) the duplicate lists (Form 170), (c) the total amount of fees received, and (d) the applications of late candidates (if any). The fee slips shall be retained by the Presiding Officer as his check on the fees received.

(2) A similar procedure shall be followed in the case of all the Middle and Upper School examinations reported in Form 108. The returns and fees for these examinations shall be forwarded to the Public School Inspector as early as possible after all the candidates have presented themselves.

8. The Inspector, on the receipt of the lists and fees, shall check the same, divide the total amount received according to instructions (see Instruction 4, Section E below), forward to the School Board its share and the balance to the Department together with *both* copies of Form 170 and the applications of late candidates (if any). He shall retain Forms 108 and 109.

D.—MAKING REPORTS AND RETURNING ANSWERS TO THE DEPARTMENT.

1. The Presiding Officer shall report to the Department at the close of the examination in the "remarks" column of the Diagram Blank (Exam. Form 21) any particulars in which the instructions, etc., were not observed, and he shall mention any facts regarding the examination that he deems expedient to have brought before the Boards of Examiners. The Presiding Officer and his assistants shall sign a declaration that in all other respects the instructions and regulations were fully complied with.

2. The Presiding Officer, as part of his report to the Department, shall send a diagram of *each room* on the Form provided (Exam. Form 21), showing the position occupied by each candidate and Presiding Officer during the examination. *Except for special reasons, which shall be reported in every case, candidates shall not be permitted to change positions.*

3.—(1) The Presiding Officer shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for examination are sent together in the same shipment [except as specified in (2)] and in the order in which their names appear in the list of candidates for the examination (Exam. Form 108 or 109). To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(2) Where a candidate takes papers belonging to different examinations, such papers are to be divided according to the examinations taken and each parcel sent with those of the other candidates for these examinations, except that (a) the Middle School Normal Entrance and the Pass Junior Matriculation papers of a candidate taking the two examinations shall be placed in their respective envelopes and returned in one parcel and checked on the combined tally-list, and (b) all the pass and honour matriculation answer papers written by a *scholarship candidate* shall be placed in red envelopes and returned in one parcel, and such papers shall be checked upon the scholarship tally-list.

4.—(1) The prompt return of the answers to the Department at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination.

(2) The tally-list of each examination shall be returned in its respective bag with the candidates' answer envelopes. See Instructions 5 and 6 below.

(3) Except as specified in (2) above and in Instruction 6, Section C above, the diagrams and reports including (a) report of reading marks (Form 99), (b) the declaration and diagram (Exam. Form 21), (c) reports on special cases such as illness of candidates, shall be forwarded by post on the respective days that the answers are forwarded. For this purpose a special envelope will be found in the bag.

5. The answers of the candidates taking (1) the Lower School examination for Entrance into the Normal Schools and the Faculties of Education, (2) the examination for Entrance into the Model Schools, (3) the Senior High School Entrance examination, and (4) the Senior Public School Graduation examination, together with the corresponding tally-lists, shall be securely tied and returned promptly at the close of these examinations, in one of the bags provided.

6. The answers of the candidates taking (1) one or both of the Middle School examinations for Entrance into the Normal Schools and for Pass Junior Matriculation, (2) the Upper School examination for Entrance into the Faculties of Education, (3) the examination for Honour Matriculation, and (4) the examination for University Scholarships, together with the corresponding tally-lists, shall be securely tied, in separate parcels, and returned promptly at the close of these examinations, in one of the bags provided.

7. (1) Each bag shall be so tied that the words, "The property of the Department of Education," will be outwards. The shipping tag shall be securely attached to the strap on each bag.

(2) All the express charges shall be prepaid, and no commercial value shall be placed upon the bags and contents.

(3) All surplus question papers shall be given at the close of the examinations to the Principal of the school.

(4) All surplus answer envelopes and name slips shall be returned to the Department in one of the bags containing candidates' answers.

E.—EXPENSES OF THE EXAMINATIONS AND SCALE OF FEES.

1. The Treasurer of the School Board of the school where the examination is held shall pay, on the certificate of the Public School Inspector, the incidental expenses of the examination, including the cost of stationery, express charges, etc.

2. Except in a District or a Provisional County, the Treasurer of the School Board of a school where the examination is held shall pay, on the certificate of the Public School Inspector:

(1) To the Public School Inspector, for preparing in duplicate each of the two lists of candidates (Examination Forms 108 and 109), the sum of \$2.00 provided that the number of candidates writing does not exceed twenty, and for each additional twenty candidates or fraction of that number, one dollar in addition. It is to be understood that the number of applications received, and not the examinations on which the candidates write, will determine the amount paid for this service.

(2) To each Presiding Officer and Assistant Presiding Officer, for presiding at the examinations, \$6.00 per day, and return railway fare or the ordinary cost of conveyance from and to his usual place of residence.

3. The examination fees are as follows:—

Senior High School Entrance.....	\$5 00
Senior Public School Graduation.....	5 00
Lower School Examination for Entrance into the Normal Schools and Faculties of Education.....	3 00
Model Entrance	5 00
Part A or Part B	3 00
Middle School (Normal Entrance)	5 00
Part A or Part B	3 00
Upper School (Faculty Entrance), Part I or Part II	5 00
Parts I and II	8 00
Parts A, B, C, and D, any one	3 00
Three or more	8 00
Pass Junior Matriculation:	
not more than four papers	3 00
more than four papers	8 00
Honour Matriculation:	
not more than four papers	5 00
more than four papers	10 00
Scholarship Matriculation	10 00

Note.—1. If the fees for the examinations which a candidate desires to take amount to more than \$10.00, only \$10.00 shall be required.

Note.—2. Under the provisions of Regulation 15, page 47, of the Amendments to the Regulations, a candidate may take one subject of an examination along with the subjects of another Departmental examination. In such case, the fee for the latter examination shall be accepted as the full fee to be paid.

4. Attention is directed to the disposition to be made of the fees. When the fee is \$10, \$8, \$6, \$5 or \$3 the amount to be sent to the Department is \$6, \$5, \$4, \$3 or \$2 respectively. The remainder of the fees received is to be forwarded to the School Board or other body that bears the expenses of the examination.

Note.—The Inspector is requested to forward the fees due the Department per bank draft or money order.